



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY**  
**NORTH ATLANTIC TREATY ORGANIZATION**  
**APO AE 09705**

REPLY TO  
ATTENTION OF

ACDP-CPO

16 December 2003

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Commander's Memorandum on Leave Without Pay (LWOP) for US Civilians  
Assigned to US Army NATO (USANATO)**

1. Leave Without Pay (LWOP) is a temporary nonpay status and an authorized absence from duty, issued when the employee has insufficient annual leave or sick leave, or compensatory time available to cover an approved absence. An employee does not have to exhaust annual or sick leave before requesting LWOP.

2. By law, LWOP should be granted to:

- a. Disabled veterans (EO5396) for medical treatment for a service-connected disability
- b. Members of the Reserves or National Guard for military training duties
- c. Employees who are eligible for and invoke the Family Medical Leave Act, unless the employee opts to use accrued leave

3. By DA policy, LWOP should be granted to:

a. Career and career-conditional employees or excepted employees with competitive status who are relinquishing their positions because the family or the head of household is moving from one area to another and who intend to seek federal employment in the new area may be granted LWOP for a period of up 90 days and may be extended to a maximum of 1 year.

b. LWOP and extensions, thereof, are at management's discretion and will be approved only when the interests of the government are best served; thereby based on mission requirements and workload.

c. LWOP in other cases will only be granted only when it is apparent that it will result in a benefit to the government and will result in increased job ability, protection or improvement of employee's health, or retention of a desirable employee.

d. LWOP for any reason or any circumstance cannot go beyond a 2 year period. Employees should be separated and re-employed when they become available for duty.

ACDP-CPO

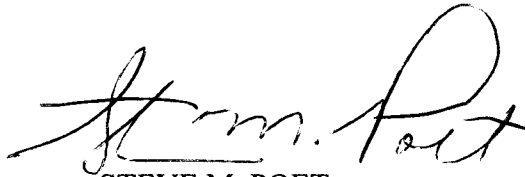
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e. LWOP of more than 30 consecutive days will be made a matter of record in the employee's Official Personnel Folder.

4. An employee requests LWOP through the immediate supervisor and routes it to Chief of Staff for approval. If approved, the Civilian Personnel Liaison Office who will use the Guide to Preparing SF 52, Request for Personnel Action, and route the action to CPAC.

5. POC for this action is the Civilian Personnel Liaison Officer at DSN 423-5465.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "Steve M. Poet". The signature is fluid and cursive, with the first name "Steve" and last name "Poet" clearly distinguishable.

STEVE M. POET  
Colonel, GS  
Chief of Staff

DISTRIBUTION:  
US Army NATO US Civilians